



**City of San Mateo**

Building Division  
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# Demolition

## Permit Submittal Checklist

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### PROCESS FOR SUBMITTAL AND ISSUANCE OF A DEMOLITION BUILDING PERMIT

Note: The Building Division administers the plan review and permit process for all City Departments, all documentation is to be submitted through the Building Division.

1. Determine whether the proposed demolition will be permitted. Refer to the San Mateo Municipal Code Section 23.06.100, summarized in the next section.
2. Fill out permit application
3. Submit 4 sets of plans to include the following at the Building Counter for review:
  - a. Demolition plan
  - b. Vicinity Map and Site Plan
  - c. Written scope of demolition on the plans
  - d. A copy of the approved Demolition Notification Form with a J# from the Bay Area Air Quality Management District (BAAQMD). The form is attached below and can also be downloaded at: <http://www.baaqmd.gov/permits/asbestos>
  - e. All Applicants must complete Part 1, Part 2, and Part 4 of the "PCBs Screening Assessment Form" within the associated "PCBs in Priority Building Materials: Model Screening Assessment Applicant Package", and submit information documenting the results of the screening. All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables. The Screening Assessment Form is attached and can be also be downloaded (along with the Applicant Package) at: <https://www.cityofsanmateo.org/160/Demolition-Requirements>

Such documentation shall include:

- (1) The results of a determination whether the building proposed for demolition is high priority for PCBs-containing building materials (i.e. caulking, fiberglass insulation, thermal insulation, adhesive mastic, rubber window gasket, and other materials if needed) based on the structure age, use, and construction. ***The structure is considered high priority if it was constructed or remodeled between January 1, 1950 and December 31, 1980 and not classified as wood-framed or single-family residence.***
- (2) If applicable, the concentration of PCBs in each Priority Building Material present; and
- (3) For each Priority Building Material present with a PCBs concentration equal to or greater than 50 ppm, the approximate amount (linear feet or square feet) of that material in the building. For building materials with such concentrations, applicants shall comply with all related applicable federal and state laws. This shall include reporting to the U.S. Environmental Protection Agency (EPA) and to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board), and potentially to the California Department of Toxic Substances Control (DTSC). The City shall be copied within the Applicant's submittal of information to the EPA and Regional Water Quality Control Board. Additional sampling for and abatement of PCBs may be required.

## **SAN MATEO MUNICIPAL CODE 23.06.100.**

1. Demolition permits may be issued if at least one of the following is applicable:
  - a. Demolition has been ordered by the building official because of major structural damage or a condition resulting in imminent or immediate danger to public health or safety; or
  - b. A building permit or site development permit has been issued authorizing work to be performed which requires the prior removal of an existing structure to accomplish the new construction; or
  - c. The city has determined that demolition is necessary in order to perform appropriate soil tests for a proposed project; or
  - d. Demolition is required by the city as a condition of approval of a planning application under Title 27 or a subdivision under Title 26 of this code, and the application for the demolition permit complies with the time frame set in the condition of approval.
  - e. The demolition involves a nonresidential structure of 3,000 square feet or less.
  - f. The building official finds that:
    - i. If intended for residential use, the structure is not habitable due to violations of the Uniform Housing Code, as adopted in Chapter 7.14; or, if intended for nonresidential use, the structure cannot be occupied due to violations of building codes or local, state or federal laws; and
    - ii. Substantial evidence has been provided that repair of the structure is not feasible. As used in this subsection "feasible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, legal, social and technological factors. Evidence provided by the applicant may be independently reviewed by consultants hired by the City at the applicant's expense; and
    - iii. Demolition of the structure would have a less significant effect on the neighborhood than allowing the existing dilapidated structure to remain.
    - iv. A demolition permit shall not be issued unless notice of the proposed demolition and appeal procedures is posted on the premises in a location visible from off-site at least 15 days before issuance of the demolition permit. The building official's proposal to issue a demolition permit is appealable to the Community Relations Commission within the 15-day posting period by filing a notice of appeal with the City Clerk. If demolition is requested as part of a planning application, the Planning Commission shall review the request prior to any action by the building official.
  - g. The demolition involves a non-required accessory building.
  - h. Development of a site provided that:
    - i. The building official receives written confirmation that the demolition is needed to facilitate the timely construction of new structures under the approved master plan.
    - ii. The structures are substantially vacant;
    - iii. There is written documentation from a lending institution that the project (at least in substantial part) is capable of being financed and the applicant is credit worthy.
2. The demolition of structures where a master plan or specific plan has been approved.
3. All demolition permits shall comply with the following conditions:
  - a. If the site is a service station or listed on the Hazardous Waste and Substances Sites List (prepared pursuant to Government Code Section. 65962.5), or if the City has any other substantial evidence that the site may contain hazardous wastes, the application for a permit must be accompanied by evidence that the soil has been inspected for contamination and, if contamination has been found,

that a plan has been submitted to and approved by the San Mateo County Division of Environmental Health.

- b. The site shall be fenced when open holes in the ground exist, if required by the building official because of other hazards or to ensure maintenance of the site.
- c. All debris, weeds, and other nuisances shall be removed from the site, and the site shall be leveled unless requirements regarding hazardous wastes make leveling infeasible. If planting is not required, and construction does not commence within 30 days after demolition, the soil shall be treated with a weed inhibitor approved by the City.
- d. If deemed appropriate, the City may require that the entire site be planted and maintained with a drought tolerant ground cover that will fully cover all exposed soil within six months of planting, or covered to a minimum depth of two inches with crushed rock.
- e. That the site be fenced according to code, or if deemed appropriate, the City may require that any driveway curb cuts not used be provided with bollards and chains, located and installed so as to prevent vehicular entry into the site.
- f. The applicant shall comply with all other conditions that may be attached by the building official to ensure maintenance of the site.

### **BAAQMD DEMOLITION NOTIFICATION FORM**

If the [Demolition Notification Form](#) is not attached below, it can be downloaded at:  
<http://www.baaqmd.gov/permits/asbestos>